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_	ROUTIN	G AND	RECOR	RD SHEET	
SUBJECT: (Optional)					
OL Planning Conference, 7-	8 Oct 86				
FROM:			EXTENSION	NO. OL 4127-86	
C/IMSS/OL				11 Sep 86	
TO: (Officer designation, room number, and building)	D	ATE	OFFICER'S	COMMENTS (Number each comment to show from who	
	RECEIVED	FORWARDED	INITIALS	to whom. Draw a line across column after each commen	nt.)
AEO/OL			~	Per our discussions at my last bi	 L-
To for	91	rike		weekly and my 9/ conversation will bill, attached is the memo that I propose to send, with your approx	at I
EO/OL	///	1908		concerning subject conference.	
DD/L		.			
- /-				Tony	
D/L ·					
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C/IMSS/OL				,	
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	0.07770				
	C/NBPO				
	1J45 HQ				You have already received
	C/B&FB				our note and memo from Dianne /MS/DDA, regarding the
	-, - <u>-</u>				Conference on Agency Priorities
	·				in which you were requested to
	C/P&TS				send us your ideas regarding what
					priority issues need to be addresse
	C/PMS				in the next budget cycle.
					The attached memo concerns the
					OL Planning Conference to be held
	C/SS				on 7-8 Oct 86. Please provide to
					IMSS by 1 Oct:
	C/FMD				1. A <u>minimum of three</u> or four majo
	3E14 HQ				prioritized objectives for
					FY 87.
	C/P&PD				
	158 P&P Bldg				2. Additional budget initiatives
	C/PD				for FY 89 and proposed new budget initiatives for FY 90.
	<b>S, 12</b>				budgee initiatives for it 50.
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	C/RECD			/	
	_				Tony
	C/SD				M
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OL Pla	anning Conference, 7-8	Oct 86			
FROM:				EXTENSION	OL 4127-86
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TO 100		_			11 Sep 86
building)	ficer designation, room number, and		ATE	OFFICER'S	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1.		RECEIVED	FORWARDED		
٠.	AEO/OL			a	Per our discussions at my last bi-
2.					weekly and my 9/ conversation wit Bill, attached is the memo that I
		91	rike	4	propose to send, with your approva
3.	EO/OL	1 ///	1709		concerning subject conference.
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	D/I				Tony
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ROUTING AND RECORD SHEET									
SUBJEC	T: (Optional)		·	<del></del>	:				
OL Planning Conference, 7-8 Oct 86									
FROM:				EXTENSION	NO. OL 4127-86				
	DATE 11 Sep 86								
TO: (O	fficer designation, room number, and	D	ATE	OFFICER'S	COMMENTS (Number each comment to show from whom				
bullaling		RECEIVED	FORWARDED	INITIALS	to whom. Draw a line across column after each comment.)				
1.	C/NBPO 1J45 HQ				You have already received				
2.	C/B&FB				our note and memo from Dianne //MS/DDA, regarding the Conference on Agency Priorities				
3.	C/P&TS				in which you were requested to send us your ideas regarding what priority issues need to be addressed				
4.	C/PMS				in the next budget cycle.  The attached memo concerns the				
5.	C/SS	-			OL Planning Conference to be held on 7-8 Oct 86. Please provide to IMSS by 1 Oct:				
6.	C/FMD 3E14 HQ				1. A minimum of three or four major prioritized objectives for				
7.	C/P&PD 158 P&P Bldg				FY 87.  2. Additional budget initiatives				
8.	C/PD				for FY 89 and proposed new budget initiatives for FY 90.				
9.	C/RECD			·	Tony				
10.	C/SD				Attachment: As stated				
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1 1 SEP 1986

MEMORANDUM FOR:

Chief, New Building Project Office, OL

Chief, Budget and Fiscal Branch, OL Chief, Personnel & Training Staff, OL Chief, Procurement Management Staff, OL

Chief, Security Staff, OL

Chief, Facilities Management Division, OL Chief, Printing & Photography Division, OL

Chief, Procurement Division, OL

Chief, Real Estate & Construction Division, OL

Chief, Supply Division, OL

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FROM:

Chief, Information & Management Support Staff, OL

SUBJECT:

OL Planning Conference, 7-8 October 1986

REFERENCE:

A. Mpt1 adse memo fm D/L, 20 Aug 86, subj: "Action Plan 1986/88"

B. "Zero Base budget exercise - 7 Jul 86," dtd 14 Jul 86

- 1. Our fall planning conference is scheduled for 7-8 October at the Sheraton-Fredericksburg Inn & Conference Center, Fredericksburg, VA, with participation by each of you, the D/L, DD/L, EO, AEO, OL Planning Officer, and myself.
- 2. You've already been asked to study and begin taking action on OL's priorities for the next two years (outlined in Reference A). As noted on the attached agenda, we plan to discuss those actions and your ideas for other ways to meet the goals outlined, as well as your new objectives and budget initiatives. You should focus on the output of the ZBB exercise (Reference B) in developing your objectives and initiatives.
- 3. In preparation for the conference, please provide this office the following on or before 1 October:
  - a. A minimum of three or four major, prioritized objectives for FY 87. Select objectives that are not only realistic and feasible but also achievable in FY 87 with present funding and personnel resources; concentrate on quality rather than number; and include these specific kinds of objectives (providing a brief narrative summary and relating the objective to an element of Reference A or B):

OL 4127-86

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SUBJECT: OL Planning Conference, 7-8 October 1986

- (1) Personnel -- better use of our people (e.g., P&PD's Flying Squad, retraining/cross-training, and rotational assignments).
  - (2) Improved logistics services, both existing and additional.
  - (3) Other desirable objectives.
- b. Additional budget initiatives for FY 89 and proposed new budget initiatives for FY 90. Include both a title and cost estimate. You might find it helpful to refer to TABs B and C of OL FY-88/89 Budget Estimates, which reflect OL's approved new initiatives as well as zero initiatives we have submitted to date.

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4.	Questions	may	be	directed	to	me	or	to	

#### Attachment

Distribution:

- 1 Each Addressee
- 1 OL/IMSS Official
- 1 OL/IMSS Chrono
- 1 OL Reader

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OL/IMSS		(9	Sep	86)

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### AGENDA

## OL PLANNING CONFERENCE Sheraton-Fredericksburg 7-8 October 1986

Tues, 7 Oct 8	<u>6</u>	
0900 - 0930	Opening Remarks	D/L
0930 - 1030	FY 87 Objectives	DD/L
1030 - 1045	Break	
1045 - 1200	FY 87 Objectives	DD/L
1200 - 1300	Lunch	
1300 - 1400	FY 89/90 New Initiatives	EO/OL
1400 - 1415	Break	
1415 - 1530	ZBB Strategy Revisited (Essential/Nonessential)	EO/OL
1530 - 1545	Break	
1545 - 1700	OL's Image-Visitations Program	C/IMSS
1700 - 1800	Cocktails	
1800 - 1930	Dinner	
1930 -	OL's Organization for the 90's	EO/OL
Wed, 8 Oct 86		
0700 - 0830	Breakfast	
0830 - 1000	Personnel - Training Program	DD/L
1000 - 1015	Break	
1015 - 1130	Personnel - Rotation Program Results and Future	C/P&TS Div Chfs
1130 -	Closing remarks	D/L

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Tues, 7 Oct 8	<u>6</u>	
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1045 - 1200	FY 87 Objectives	DD/L
1200 - 1300	Lunch	
1300 - 1400	FY 89/90 New Initiatives	EO/OL
1400 - 1415	Break	
1415 - 1530	ZBB Strategy Revisited (Essential/Nonessential)	EO/OL
1530 - 1545	Break	
1545 - 1700	OL's Image-Visitations Program	C/IMSS
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1800 - 1930	Dinner	
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0700 - 0830	Breakfast	
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1000 - 1015	Break	
1015 - 1130	Personnel - Rotation Program Results and Future	C/P&TS Div Chfs
1130 -	Closing remarks	D/L

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